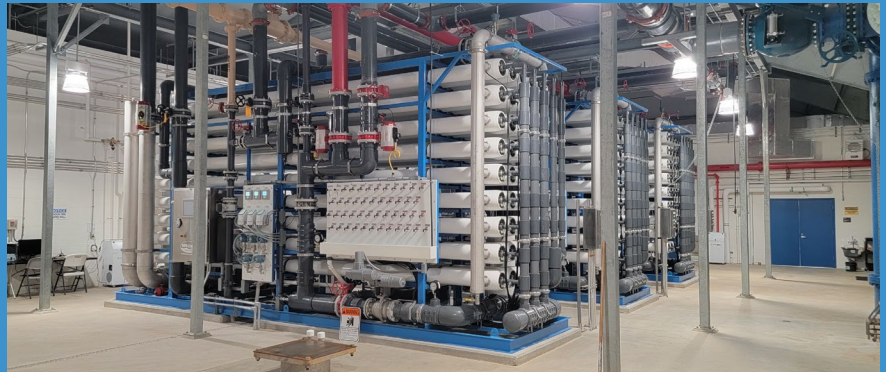


LOOKING FOR A REWARDING CAREER?

BECOME AN INSTRUMENTATION & CONTROLS TECHNICIAN!



"On-the-job training from the County provides employees with the skills that make them invaluable experts in the Instrumentation & Controls field."



CONTROL SYSTEMS TECHNICIAN

\$22.58 - \$40.00 / HOUR

At Warren County we build and operate world-class treatment facilities that provide safe and reliable drinking water to our customers. Our plants, pump stations, and towers run on advanced instrumentation and control systems. We are looking to talk with individuals that have a working knowledge of computers, network systems, instrumentation devices, programmable logic controllers (PLCs), motors, variable frequency drives, security camera equipment, digital video controllers, and security card access equipment. Training in control systems, electromechanical technology, or industrial maintenance technology is preferred. We are looking for experienced candidates. Contact us if you have background and interest in instrumentation and controls!

- On-the-job training
- Outdoor/field work
- Competitive compensation
- Opportunities for advancement
- Variety of daily work
- Stable work/recession-proof career
- Team of dedicated employees
- High job satisfaction
- State Pension Retirement System
- Service to your community
- Tuition-reimbursement opportunities
- Monday-Friday work week
- 7:30 AM - 4:00 PM work schedule
- Medical & dental insurance
- Paid vacation & holidays
- Professional environment
- County supplied tools & training
- Rewarding Career

VISIT WWW.CO.WARREN.OH.US/JOBS FOR MORE INFORMATION

QUESTIONS CALL: SUE SPENCER (513) 695-1747



BOARD OF COUNTY COMMISSIONERS
WARREN COUNTY, OHIO
406 Justice Drive, Lebanon, Ohio 45036
www.co.warren.oh.us
Commissioners@co.warren.oh.us

OFFICE OF MANAGEMENT AND
BUDGET ONE POSITION AVAILABLE

JOB CLASSIFICATION TITLE: CONTROL SYSTEMS
TECHNICIAN II

DEPARTMENT: WATER/SEWER

HOURLY RATE: \$26.00 - \$40.00 PER

SCHEDULED HOURS: CIVIL HOUR 40 HOURS PER

SERVICE STATUS: WEEK CLASSIFIED

SEE ATTACHED CLASSIFICATION SPECIFICATION FOR MINIMUM
QUALIFICATIONS AND ILLUSTRATIVE DUTIES OF THIS POSITION

POSTING PERIOD: THIS NOTICE IS BEING POSTED FOR A PERIOD OF
TIME NOT LESS THAN SEVEN (7) CONSECUTIVE
CALENDAR DAYS, BEGINNING MARCH 11, 2024.

VISIT WWW.CO.WARREN.OH.US AND COMPLETE THE APPLICATION AS
FOLLOWS: CLICK ON JOB POSTINGS THEN CLICK ON WARREN COUNTY
APPLICATION FOR EMPLOYMENT, THEN DOWNLOAD TO YOUR DESKTOP
AND EMAIL THE COMPLETED APPLICATION TO:
WCCOMMAPP@CO.WARREN.OH.US PLEASE CONTACT SUSAN SPENCER WITH
QUESTIONS AT: 513-695-1747.

APPLICATIONS WILL BE ACCEPTED UNTIL POSITION IS FILLED.

WARREN COUNTY IS AN EQUAL
OPPORTUNITY EMPLOYER

YOU WILL HIT THE *BULLSEYE* WORKING FOR WARREN COUNTY

PERKS & BENEFITS WORKING FOR WARREN COUNTY



WORK ENVIRONMENT

- Work/Life Balance
- Job Stability



PAID TIME OFF

- Holidays - 11.5 annually
- Vacation - 2 weeks after 1st year



BENEFITS

- Health Insurance*



RETIREMENT

- 14% employer contribution into the Ohio Public Retirement System*

Health Insurance - Available after 30 days, 2 Med/Rx plan choices with monthly family premium range from **\$259 to even \$0 (5x cheaper than the private sector)**; \$0 premium cost for Dental, Vision, Life, HSA, FSA, EAP, Weight Watchers, On-site Biometrics & Day Off Work (Dave's Day for Your Life) and many more!

Retirement - Ohio Public Employee Retirement System; Employee 10%/Employer 14% of earnings (pre-tax)

VISIT WWW.CO.WARREN.OH.US FOR ALL JOB POSTINGS.
QUESTIONS CALL: SUE SPENCER 513.695.1747

WARREN COUNTY COMMISSIONERS

POSITION DESCRIPTION

Position Title: Control Systems Technician II **Incumbent:**
Class Title:

Department: Water/Sewer	FLSA Status: Exempt
Reports To: Controls System Manager	Civil Service Status: Classified
Pay Range: 19	
Probation: 360 Days	Employment Status: Full-time
Work Hours: 7:30 A.M. to 4:00 P.M.	Lunch: Unpaid

JOB RESPONSIBILITIES:

Under direction of the Control System Manager, manages and maintains water and sewer process instrumentation and control systems for County owned water and wastewater facilities including pump stations, treatment facilities, and elevated storage tanks. Technician will modify, develop and maintain supervisory control and data acquisition (SCADA) components; computer (software and hardware) networks; programmable logic controllers (PLCs); remote terminal units (RTUs); electric motor drives including variable frequency, soft-start, and constant speed; instrumentation devices; and security equipment including cameras, digital video recorders, and security access cards, and aid in the development of the skills of a Tech I.

QUALIFICATIONS:

Any combination of training and work experience, which indicates possession of the skills, knowledge and abilities listed above. An example of an acceptable qualification for this position is:

Prefer, but not required, an Associate's Degree in Electrical Engineering, Control Systems, Electromechanical Technology, or Industrial Maintenance Technology. Experience in computer programming, process control, troubleshooting, control systems, and network maintenance and operation.

Five (5) years of demonstrated instrumentation and controls experience including programming and software experience with individual and networked work stations, variable frequency drives, PLC programming, and Human-Machine Interface (HMI) programming, and microwave radio operation.

Preferred candidate will have programming and software experience with Allen Bradley-Rockwell software, Visual Tag System (VTS) Trihedral software for remote monitoring and control, and microwave radio set-up and maintenance. Protocols include: Ethernet, TCP/IP, RS485, RS232, Modbus RTU.

Must possess:

- Effective written and verbal skills.
- Detail-oriented with accuracy.
- Ability to read and understand construction drawings including process instrumentation diagrams and ladder logic diagrams.
- Strong organizational skills

LICENSURE AND CERTIFICATION REQUIREMENTS:

Valid Ohio Driver License

WARREN COUNTY COMMISSIONERS

POSITION DESCRIPTION

ESSENTIAL FUNCTIONS:

1. **Maintain, repair, and troubleshoot process control instrumentation and equipment associated with the treatment and conveyance of water and wastewater.**
2. **Maintain, repair, and troubleshoot the Water & Sewer Department's SCADA system that provides remote monitoring, alarm, and control of treatment plants and pump stations. Conduct preventative maintenance of the SCADA system's computer system equipment and associated network. Maintain complete equipment records including system layout, schematics, repair histories and maintenance/inspection schedules. Maintains stock and inventory of appropriate equipment, parts and related devices.**
3. **Maintain and modify the County's HMI software programs (Visual Tag System Trihedral software) to account for changes in the County's treatment plants and pump stations. Modify the programs to allow for operation of alarms and monitoring. Perform changes and/or coordinate with vendors to update and modify other software applications including programmable logic controllers (PLCs).**
4. **Maintain and troubleshoot the security systems at the Department's treatment plants, pump stations, and maintenance warehouses. Work includes maintaining cameras, digital video recorders, and security access card reader systems.**
5. **Maintain, repair, and troubleshoot the work station computer software, hardware and servers at the department's treatment facilities, warehouse facilities, pump stations, and locations not supported by the County's Data Processing Department. Work includes procuring equipment, installing and configuring software, maintaining local area computer networks and wireless WAN router systems.**
6. **Coordinate with the Radio Service Division (RSD) of the County's Telecommunication's Department regarding the Water & Sewer Department's ongoing use of their digital radio network.**
7. **Respond to and troubleshoot emergency alarms and call-outs during non-work hours per departmental procedures.**
8. **Provide instrumentation and control assistance during the design and construction of capital improvements to treatment facilities. Work includes design review, field inspections, equipment integration, start-up assistance, and warranty issue resolution.**
9. **Coordinate with vendors and manufacturers to obtain and procure equipment, instrumentation, and professional services.**
10. **Manage the Water & Sewer Department Instrumentation and Controls group in the short term absence of the Controls System Manager.**
11. **Operate department equipment including laptop and desktop computers, copiers, etc.**
12. **Access various work sites including water towers, sewage lift stations, construction sites, etc.**
13. **Mentor Control Systems Technician I personnel.**
14. **Demonstrate a regular and predictable attendance.**
15. **Maintain a valid Ohio Driver's License.**
16. **Follow all safety and health practices of the Warren County Water and Sewer Department**

WARREN COUNTY COMMISSIONERS

POSITION DESCRIPTION

OTHER DUTIES AND RESPONSIBILITIES:

1. Performs various functions of departmental personnel to maintain water and sewer services (e.g. respond to emergencies, assist in operating water/sewer facilities, take samples, etc.).
2. May be on call 24 hours per day.
3. Performs other duties as directed by Supervisor.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

computer troubleshooting, inspection and testing techniques; safety practices and procedures; operation and maintenance of computer control equipment; departmental policies, procedures and activities; employee relations; appropriate State and Federal Laws, rules and regulations governing water and sewer facilities; water and wastewater control schemes and instrumentation systems; water hydraulics; mechanical systems used in the control of water and wastewater flow; public relations.

Ability to:

understand control logic and applied principles; program control systems and assemble computer hardware and networks; keep abreast of any changes in policy, methods, computer operations, equipment needs, etc. as they pertain to departmental operations and activities; effectively communicate and interact with supervisors, members of the general public, and all other work groups involved in the activities of the department; assemble information and make written reports and documents in a concise, clear effective manner; use independent judgment and work with little direct supervision when necessary; use proper research methods in gathering data; use testing equipment; define problems, collect facts and draw valid conclusions; access various work sites including some permit required confined spaces.

Skill in: building electronic spreadsheets and databases; diagnosing advanced problems with control/monitoring equipment; reading and understanding blueprints and service manuals.

My signature below signifies that I have reviewed the contents of my position description and that I am aware of the requirements of my position. I further certify that I have reviewed the most current copy of the Warren County Commissioners Personnel Policy Manual.

(Employee's Signature)

(Date)